



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

SEP 13 2006

IMAH-HRD-D

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #36,
Training Agreements that Include Waiver of Time-in-Grade Requirements

1. REFERENCES.

- a. 5 CFR, Part 300, Subpart F – Time-in-Grade Restrictions
- b. Memorandum, ASA (M&RA), November 18, 1996, Subject: Divestiture of Civilian Personnel Authorities.
- c. Memorandum, AASA, September 29, 2003, Subject: Delegations of Civilian Personnel Authorities to Headquarters, Department of the Army (HQDA) Activities.

2. PURPOSE. To supplement DA policy and to provide IMA policy and processing procedures on training agreements that include waiver of time-in-grade requirements.

3. APPLICABILITY. This policy applies to all appropriated fund civilian personnel training agreements established within IMA that include a waiver of time-in-grade provisions. This policy memorandum supersedes IMA policy memorandum #36, Jul 30 2004.

4. POLICY.

a. Section 300.603 (b)(6) of reference 1a permits advancement of employees under a training agreement established in accordance with the Office of Personnel Management's (OPM's) operating manuals. However, employees may not receive more than two promotions in any 52-week period solely on the basis of one or more training agreements. Also, only OPM may approve a training agreement that provides for consecutive promotions subject to time-in-grade requirements in Section 300.604 of reference 1a.

b. Reference 1b delegated to Major Army Commands (MACOMs), including the Administrative Assistant to the Secretary of the Army (AASA), the authority to approve training agreements that require waiver of time-in-grade requirements in accordance with reference 1a, with instructions to send copies to HQDA and OPM.

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c. Per reference 1c, the AASA has retained the authority to approve subject training agreements. Requests for approval must be forwarded through the Director, Human Resources Management Directorate (HRMD) to the AASA for decision.

d. It is IMA policy that requests for approval of training agreements that include waiver of time-in-grade requirements will be submitted only when IMA identifies a recruitment/retention problem for developmental positions (i.e., Department of Army or local intern positions, or positions with promotion potential to higher grade levels that are contingent upon satisfactory completion of specific training, meeting OPM qualification requirements, and recommendation of the supervisor).

4. PROCEDURES.

a. HQIMA Human Resources Division will develop requests for approval of subject agreements only after analysis of pertinent information and coordination with all IMA Regions and Career Program Managers/Career Field Managers. HQIMA HR Division will forward requests through the ACSIM and Director, HRMD to the AASA for decision.

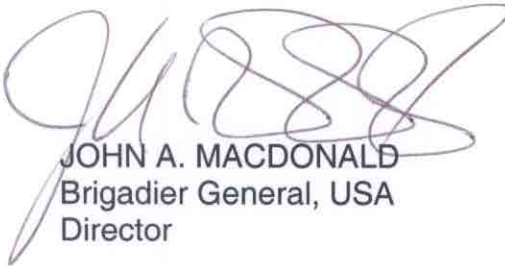
b. Garrisons and Regions must request development of subject training agreements in writing. Requests will include documentation to show that extensive recruitment efforts failed to produce viable candidates or that candidates who were selected declined offers for the positions because of the time-in-grade requirements. Garrisons should consult with their servicing Civilian Personnel Advisory Centers (CPACs) to obtain statistical information regarding recruitment efforts prior to initiating requests. Requests must be forwarded through the respective Region HR offices and include endorsements by the appropriate Garrison Commander/Garrison Manager and Region Director prior to submission to HQIMA, HR Division for further action.

c. Upon receipt of requests, the HQIMA, HR Division will coordinate with other Regions to determine if similar recruitment problems exist. If sufficient justification warrants development of a formal request for approval of a training agreement that includes waiver of time-in-grade restrictions, then HQIMA, HR Division will prepare the necessary documentation to forward the request through appropriate channels for approval by the AASA and further action by the Director, HRMD.

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5. PROPONENT. The Human Resources Division is the proponent for this IMA policy.
POC is Chief, Workforce Development Branch at commercial (703) 602-4259, DSN
332-4259.



JOHN A. MACDONALD
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Director